



# CITY OF HOUSTON

## Job Posting

**Applications accepted from:**

**All PERSONS INTERESTED**

**Job Classification**

**DIVISION MANAGER**

**Posting Number**

**PN# 109543**

**Department**

**HOUSING and COMMUNITY DEVELOPMENT**

**Division**

**DEPUTY DIRECTOR'S OFFICE**

**Section**

**LOAN SRVCING/REAL ESTATE UNDERWRITING**

**Reporting Location**

**601 SAWYER, 4<sup>TH</sup> FLOOR**

**Workdays & Hours**

**MONDAY-FRIDAY, 8:00 am-5:00 pm\***

*\*Subject to change*

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Manage operation of Loan Servicing and Real Estate Underwriting Sections. Oversee process of originating loans to finance acquisition, rehabilitation and/or new construction of affordable housing projects.
- Review financial and economic analyses performed on affordable housing projects.
- Review underwriting and credit analyses of projects in accordance with HUD guidelines.
- Review and negotiate procurement terms and conditions of contracts and amendments.
- Advise staff on structuring and negotiating complex financing deals.
- Assist the department in managing funds and monitoring loan agreements.
- Prepare recommendations for Deputy Director, department Director and loan review committee for project approval or decline.
- Oversee management of loan servicing section staff responsible for servicing existing loans, release of liens, subordinations, records management, contract compliance, account analysis and reconciling internal and external financial systems.
- Develop overall workout strategy/schedule to address portfolio of problem loans.
- Oversee and manage specified workout team(s) to address problem loans.

**WORKING CONDITIONS**

The position requires stooping, bending and/or lifting of items up to 30 pounds with occasional periods of walking on rough surfaces.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a field closely related to activities of the division.

**MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two (2) years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Ten (10) years of commercial loan origination and loan servicing. Two (2) years of managerial experience in commercial multi-family lending.

**SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

**SAFETY IMPACT POSITION**

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 29**

\$1,885 - \$2,757 Biweekly

\$49,010 – \$71,682 Annually

**OPENING DATE**

March 22, 2006

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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